Interfaith Partners for the CHESAPEAKE

Forming Faithful Stewards, Caring for Sacred Waters

PO Box 6791
Annapolis, MD 21401

Request for Proposals - Strategic Technology Plan

Interfaith Partners for the Chesapeake is pleased to issue a Request for Proposals (RFP) for a Strategic Technology Plan.

Proposals are due no later than **January 8, 2027.**

For any questions, please contact:
Chris Eberly, Senior Director of Finance and Partnerships
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RFP Objective

Interfaith Partners for the Chesapeake (IPC) is seeking the assistance of a consultant with extensive experience working with nonprofits to develop a strategic technology plan to guide the organization over the next three to five years in planning, acquiring, implementing, maintaining, and managing current and future technology investments and resources in a manner that will optimize operational effectiveness and efficiency.

About IPC

Interfaith Partners for the Chesapeake (IPC) inspires the power of faith communities in the Chesapeake Bay region to honor all of Creation by working together to protect and restore our shared watershed. We envision a time when faith communities across the Chesapeake region honor, care for, and protect the watershed we share so all our communities, and future generations, may thrive. Since 2013, IPC has engaged more than 550 congregations, resulting in congregation-led efforts to implement best management practices on their grounds and raise awareness of Creation Care among their congregants. IPC's programs are offered to congregations in Maryland and south-central Pennsylvania.

Our current staff includes 10 full-time employees and two part-time employees. One new full-time employee will be hired by the end of 2026, and plans for 2027 include hiring at least one part-time employee. Additional full-time staff may be hired depending on workload and funding. IPC maintains an office in Annapolis, Maryland. Staff primarily work remotely, with 1-2 days a week in our Annapolis office.

Background

With support from The Campbell Foundation, IPC is participating in a Technology Deep Dive that entails two parts:

- A Technology Plan: Collaborating with a consultant to create a well-thought-out Technology Plan to help lead the organization toward digital transformation.
- A Technology Committee: Evaluating the role technology plays by creating an in-house Technology Committee and allowing that Committee to drive the inclusion of technology in the organization's budget and strategic plan.

This RFP will cover the Technology Plan, and the selected consultant will work with IPC's Technology Committee to 1) assess the current technology landscape, gaps, and vulnerabilities, 2) provide highlights for improvement opportunities, and 3) make recommendations for consideration to meet technology goals and future needs.

Scope of Work and Deliverables

1) Full evaluation and inventory of the organization's current technology ecosystem
    a. Hold meetings with stakeholders (staff and board members) from the organization to introduce the project and methodologies.
    b. Assess Data Systems, Collaborations/Productivity, Security and Continuity, Support, Infrastructure, and Governance through stakeholder interviews, surveys, on-site visits (if possible), and documentation reviews.
    c. Identify gaps, hold midpoint meetings, and review initial findings to gain consensus and support from stakeholders.

d. The technologies and processes to be examined should include, but are not limited to:
    i. Phone, internet, and network infrastructure, including support of mobile devices and remote access.
    ii. Personal computers, servers, printers, tablets, and other devices.
    iii. Productivity and collaboration tools: email, file and chat collaboration, virtual meeting tools.
    iv. Database applications: Fundraising, program and grant management, CRM, and administrative systems.
    v. Security and backup practices.
    vi. Training and support processes.
    vii. IT budget practices, job descriptions, and decision-making.

2) Research potential solutions, make and prioritize recommendations, develop annual tech budget, and generate definitions for staff and board.

3) The final deliverable - A three-to-five-year Strategic Technology Plan document that serves as a roadmap to drive funding requests for technology improvements and a planning template that can be used as an ongoing tool to marry the organization's strategic and technological vision. The document should include the following:
    a. Asset replacement cycles and key improvements by priority that include initial and ongoing costs.
    b. Prioritized recommendations and a clear implementation plan with price points for how to achieve the organization's three-to-five-year technology goals.
    c. Suggested training and other actions to enhance adoption and maximize benefits of current tools.
    d. Governance guidance on how to use staffing, policy, and procedures to manage, support, and promote technology use across the organization.
    e. Practical actions to improve the organization's security infrastructure and practices to achieve an acceptably small risk footprint.
    f. Directions on how to monitor and update the technology plan over time.

Audience

The primary audience for the strategic technology plan is the organization's Technology Committee who will advocate for funding to pay for the recommended technology improvements made in the plan. Other technology plan viewers include internal staff, funders, Board members, potential job candidates, and partnering organizations that are seeking similar opportunities.

Requirements and Assumptions

IPC assumes that most of this work will be done remotely with some aspects on site, such as the initial assessment period, and that the consultant has the capability to complete tasks in this way.

Proposals and supporting documentation should be submitted (PDF format is preferable) via our web portal at https://www.interfaithchesapeake.org/jobs (see RFP section). Mail submissions will not be accepted.

IPC is not liable for any cost associated with the preparation of proposals or any other costs incurred by any contractor prior to the execution of the contract.

IPC Team Roles

- Chris Eberly, Senior Director of Finance and Partnerships
- Rebecca Arenson-Rachlinski, Operations & Finance Associate
- Curtis Bennett, Board Chair
- 2-3 additional staff and/or Board members

IPC will provide:

- Access to current hardware and software assets
- Lists of commitments to platforms or software
- Time with stakeholders to assess current technology inventory, usage, and technology goals

Anticipated Selection Timeline

RFP release date: **November 24, 2026**
Deadline to submit proposals: **January 8, 2027**
Selection of consultant: **February 12, 2027**

Proposal Submission Requirements

- Narrative of project description/proposed solution
- Description of experience and approach for providing tech planning services to similar organizations
- Explanation of proposed process working with the organization's staff, including methods, procedures, number of meetings, and estimate of time required from start to completion of project
- Work schedule/timeline that identifies meeting dates, time frames for major work elements, target dates for key milestones, and dates for completion of a draft and final plan
- Depiction of the final deliverable
- Detailed proposed budget including
    - Number of estimated hours for each activity with a breakdown by person assigned and billing rate per person
    - Estimate of Travel expenses (if any)
- Change order process
- Team description, including qualifications
- Provide three references with whom you have worked on similar projects
- Statement of commitment to racial equity and social justice

Selection Criteria

Proposals will be evaluated on the following criteria:

- Ability to provide all aspects of the proposal
- Experience successfully developing technology assessments and strategic technology plans - review of case studies/references provided
- Illustration of the approach to the scope of work that will likely lead to the successful development of an actionable plan
- History of completing projects on time
- Experience working with nonprofit organizations
- Pricing